

THE UNITED REPUBLIC OF TANZANIA
TANZANIA COMMUNICATIONS REGULATORY AUTHORITY
ISO 9001:2015 CERTIFIED



APPLICATION FOR A LICENCE TO PROVIDE POSTAL AND COURIER SERVICES
(To be filled in Capital Letters)

1. Particulars of Applicant

Name (s) of Applicant

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Physical address

House No:..... Street:.....

Postcode:.....

P. O. Box:.....

City.....

Telephone.....

Mobile:

Fax:.....

Email:.....Website:.....

2. Ownership and Corporate Structure

Name (s) of Shareholders and their shares

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3. Share Capital of the Company

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4. Name (s) and Citizenship of applicant’s shareholders/directors

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5. Service Category Applied (International Courier, East Africa Courier, Domestic Courier, Intracity Courier, Inter-City Transporters)

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6. Projection of quality of service standards (as stipulated in Business Plan)

(Show how long it takes to deliver items posted in the system in terms of hours or days. For example, items posted for delivery within the city (Intracity) = 24hrs etc)

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7. Storage facilities

(State availability of sorting and storage facility in the building)

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8. Compensation and Insurance Policy

(In case of loss caused by your company what is the Policy to compensate your customers)

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9. Track and Trace System

(Electronic system to track and trace items posted in your system)

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10. Expected date of commencement of operations

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11. Declaration

I declare that the contents of this application and any enclosures are true and correct Signature of Authorised person and official stamp

Name.....

Position.....

Date.....

Documents (CERTIFIED) to be attached during submission:

- i. Must be registered with the Tanzania Revenue Authority for Tax purposes (TIN Number);
- ii. Tax Clearance Certificate;
- iii. A Certificate of Incorporation or Business Name Registration. Must be registered as a Company or Business in Tanzania;
- iv. A shareholding structure of the company;
- v. Business plan for the proposed services which will include service performance plan – projection of quality of services targets and rollout plan;
- vi. Adequate means of transport (means of transport available for providing the services) – Proof of ownership of vehicle, motorcycle and cycle for conveyance and distribution of mail.
- vii. List of management team
- viii. Tariff
- ix. Delivery standards